

## ***HOW TO GET VAT EXEMPTION FOR PURCHASES MADE IN BELGIUM WITH THE GPC***

**1. Obtain original copies of the “Certificat d’Exoneration de la T.V.A. et des Droits d’Accise” or “Certificaat voor vrijstelling van BTW en accijnzen” from your budget office or print them from our website. The documents must be originals, printed on both sides and in bold fonts. Get a copy of the instructions to the vendors, in the appropriate language (French or Dutch) from our website.**

2. Take the instructions and two originals of the VAT exemption form with you and have the vendor fill in the block 5 of the original forms entitled "DESCRIPTION DES BIENS ET/OU DES SERVICES POUR LESQUELS L’EXONERATION DE LA TVA ET/OU DES DROITS D’ACCISE EST DEMANDEE” or “OMSCHRIJVING VAN DE GOEDEREN EN/OF DIENSTEN WAARVOOR VRIJSTELLING VAN BTW EN/OF ACCIJNZEN WORDT GEVRAAGD” in duplicate.

3. Forward the following to RCOB :

- both originals of the VAT exemption form filled in by vendor**
- the invoice/ copy of the invoice from the vendor**
- the requirement document signed by the authorized individual in your organization**

4. After review, a Contracting Officer at RCOB will complete the other side of the VAT exemption form and forward all documents to the VAT office at SHAPE.

5. Upon receipt of the validated VAT exemption form from the VAT office, RCOB will forward it to the vendor with copy to the cardholder.

6. Please take into consideration the time and paperwork involved in the process and only submit VAT exemption form for purchases \$500 and above. If several purchases are made at the same shop during one month, please forward one set of two original VAT exemption forms to vendor who will list all the purchases on one form and attach to it all the invoices related to those.

7. If your office makes a lot of purchases, regularly forward your VAT exemptions forms to RCOB (e.g. once a week)

For questions and/or additional information please contact the APC at 368-9624 or the Alternate APC at 368-9620.

**MAKE SURE THAT THE NAME AND ADDRESS OF THE CARDHOLDER IS MENTIONED WITH THE PACKAGE SENT TO RCOB.**